

## Routine Vaccine Storage and Handling Plan

Vaccine Coordinators			
Vaccine Coordinators	Name/Title	Telephone	Email
Primary			
Back-up			
VFC Contact's Routine Roles and Responsibilities			
Which contact is responsible for each duty	Primary	Backup	Details of process
Vaccine ordering			
Receives vaccine shipment			
Inventory Control (e.g. stock rotation, funding source label, dose count, wastage response)			
Monitoring temperatures Refrigerator (36-46°F) 2-8°C Freezer ( -58-+5°F) 50--15°C Document temperatures 2x/day, time of day and initials of person reading temperatures			
Location of vaccine storage unit's circuit breaker			
Name of Primary thermometer _____ Recalibration Date _____ Certificate is stored _____			
Name of Back up thermometer _____ Recalibration date _____ Certificate is stored _____			
Where is back up thermometer stored _____			

Vaccine Emergency Response Plan			
Name and Address of location where vaccine will be transported to:	Storage unit identification Notes	Contact person	Telephone
Transport Supplies			
Supplies	Location	Contact person	Telephone
Qualified transport containers			
Conditioned water bottles			
Calibrated temperature monitoring devices for transport			

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In case of a power failure or an event that results in vaccine being stored outside of recommended temperature ranges:

1. Secure the door.
1. Keep vaccine in the unit.
2. Quarantine vaccine and label "Do Not Use".
3. Complete the Provider Excursion Worksheet  
<http://www.kdheks.gov/immunize/storage.htm>
4. Document vaccine antigens, manufacturer and expiration date that were involved.
5. Document date and time of the temperature excursion, how long the temperatures were out of range and the extreme temperature reading (highest and lowest reading).
6. Notify Regional Consultant or on call nurse 785-296-5592.
7. Contact Vaccine Manufacturer to report the temperature excursion per KIP Regional Consultant guidance.
8. Obtain manufacturer written guidance attesting the integrity of the vaccine.
9. Do not leave vaccine in a malfunctioning unit for an extended amount of time. Activate the emergency response and transport vaccine to the designated backup storage unit.
10. Vaccine temperatures must be monitored with a certified calibrated thermometer at all times in an appropriate storage unit or qualified shipping container.
11. Submit to KIP Regional Consultant the Provider Temperature Excursion Worksheet.
12. Request Vaccine return label in KSWebIZ if doses are determined to be non-viable.
13. Vaccine doses wasted due to avoidable waste are required to be replaced by the provider with private vaccine on a dose for dose basis.

### Resource Contact List

Resources	Name	Telephone	Email
Local Health Department			
KIP Regional Consultant			
Electric Power Company			
Generator Repair Company			
Refrigerator Repair Company			
Freezer Repair Company			
Thermometer Manufacturer Company			

Vaccine Storage and Handling Policies and Procedures must be reviewed no less than annually or when changes have been made to the plan. Additional instructions may accompany this document to support staff regarding details of the Emergency Response Plan. Verification that this has been done documents must be signed and dated. Keep the documents on file for up to 3 years past the effective date.

I verify that the above Vaccine Storage and Handling Worksheet with the Emergency Response Plan have been reviewed for accuracy. Post on the front of the vaccine storage unit.

Signature \_\_\_\_\_ Date \_\_\_\_\_